

DEPARTMENT OF THE ARMY
Headquarters, Joint Readiness Training Center and Fort Polk
Noncommissioned Officer Academy
Fort Polk, Louisiana 71459-5000

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FORT POLK NONCOMMISSIONED OFFICER ACADEMY
STUDENT PREPARATORY GUIDE

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23 October 2008

MEMORANDUM FOR Students of the Fort Polk NCO Academy

SUBJECT: Introduction and Letter of Welcome

1. I congratulate you on reaching an important milestone in your career. The mission of the Academy is to prepare selected Soldiers in the rank of PFC, SPC/CPL, and SGT to perform the duties and execute the responsibilities of junior Noncommissioned Officers and to teach them how to train and lead the Soldiers who will work and fight under their leadership. Your selection is indicative of your demonstrated performance and future potential.
2. Our obligation to you and the Army is to train/enable deserving Privates First Class, Specialists and Noncommissioned Officers to visualize, describe, and execute squad level operations by incorporating current lessons learned while adapting your training to the contemporary operating environment. We develop leaders who are proficient, adaptive, innovative, and capable of leading Soldiers in a combat scenario. We prepare you for leadership duties by training and evaluating standard-based performance-oriented skills; and stressing battle-focused training that supports squad level operations. End state, we instill the self-confidence, knowledge, and sense of responsibility necessary to train and lead subordinates in our Warrior Leader Combat Tasks and Drills regardless of MOS and experience you bring to the Academy. That is quite a mouthful. I think we are equal to the task if you come here with the right mindset. Come here ready to learn from, and contribute to, the learning process and you, your fellow students, and the Academy will be successful.
3. The WLC trains prospective and current leaders develop leadership skills, understand and embrace NCO responsibilities, duties, and authority, and how to conduct performance-oriented training. It focuses on leader training for first time leaders, produces battle competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and war fighting skills, evaluators and counselors, conductors/participants in individual and collective training, and performers/teachers of leader skills, knowledge, and attitudes. WLC is non-MOS specific, taught in a NCO Academy live-in environment using small group instruction with practical application, followed by hands-on, performance-oriented training conducted in a field environment, culminating with a field training exercise. Cadre personnel assess the students' leadership potential and evaluate their ability to apply lessons learned needed for effectively leading their classmates in a tactical environment. WLC provides opportunity for education, to learn war-fighting skills, and to gain and/or reinforce experience.
4. This Student Guide provides an overview of the Academy and articulates our prescribed policies and procedures. It will prove invaluable before and during your attendance at the Academy. Complete knowledge and understanding of its contents are essential to successful completion of your course.
5. The Academy is committed to developing the Army values and leader attributes that will instill self-confidence and the sense of responsibility required of a military leader.
6. Upon arrival, you will be in a sterile training environment. The Academy will supply the necessary tools, but you must perform the work. As a student, you must devote all your time, energy, motivation, and self-discipline to the course of instruction.
6. We welcome and wish you an enjoyable, challenging, and professionally rewarding tour at the Academy. Be ready to drink out of a fire hose and help your peers do the same.

/S/
PAUL WILKINSON
CSM, USA
Commandant

Chapter 1

Introduction

1-1. Purpose. This chapter provides information and assistance concerning attendance to the Warrior Leader Course (WLC). WLC is one of three courses available at the Fort Polk Noncommissioned Officers Academy.

1-2. Applicability. This Student Guide applies to all students attending the Fort Polk Noncommissioned Officers Academy.

1-3. Length. Currently, the Warrior Leader Course is 15 days in duration.

1-4. History. This is the fifth printing of this publication.

1-5. History of the Fort Polk Noncommissioned Officers Academy. The Academy at Fort Polk was initially organized and operated by the 49th Armored Division, Texas National Guard, when it was called to Federal Service in 1961. Its history began in the 4700 block at South Fort Polk, Louisiana. On 22 December 1961 the Academy was designated by General Order #21, as the “Fort Polk Noncommissioned Officers Academy”.

Under the Command of Captain William L. Cole, the first “Commandant”, the Fort Polk NCO Academy established a Leadership Orientation Course on 12 November 1963 and the first class began on 19 November 1963. Its mission was to train potential trainee leaders for Basic Combat Leadership slots of the Fort Polk NCO Academy. This title “Commandant” was changed to “Academy Director” on 9 December 1963.

Many changes took place in 1964. Many new NCOs were assigned to the Academy in preparation for the start of the first cycle of the Drill Sergeants School which began on 6 October 1964. In command at this time were Major Arthur W. Brigwell, Academy Director, and MSG Leo C. Joseph as the first NCOIC of the Drill Sergeants School.

In 1965, the Fort Polk Academy started receiving students from as far away as Fort Hood and Fort Bliss, Texas. These students were the first graduates of the Drill Sergeants School 1965 schedule.

During the following years, Fort Polk NCO Academy taught courses such as Leadership Preparation Course, Modified Basic Training, Special Training Company, and the NCO Course.

In August 1969 and August 1970, the Fort Polk NCO Academy’s Drill Sergeants School, produced its first two Drill Sergeants of the Army. These Drill Sergeants were SFC Allen G. Carpenter and SFC Edward G. McGinnis. In 1972, the Academy was assigned the mission of establishing a Special Leadership course for grades E-4 through E-6.

The Fort Polk NCO Academy was redesignated as the 5th Infantry Division NCO Academy on 1 July 1975 and headquarters company of the Academy was deactivated. Along with this deactivation, history was again written for the NCO Academy. With the Deactivation of Headquarters Company, CSM Ravis Bourgeois assumed command of the NCO Academy and became the first Noncommissioned Officer Commandant of the 5th Infantry Division Noncommissioned Officers Academy. During the following years, the NCO Academy added courses such as: Primary NCO Course (PNCOC) for combat arms; Primary Leadership Course (PLC) for Combat Support/Combat Service Support; and the Basic Noncommissioned Officers Course for Combat arms (BNCOC/CA). In April 1984, The NCO Academy was accredited by Headquarters, Training and Doctrine Command (TRADOC) for the Primary Leadership Development Course; replacing the Primary NCO course and the Primary Leadership Course.

On 15 October 2005, the Primary Leadership Development Course became the Warrior Leader Course after USASMA changed the course content to better prepare Soldiers for asymmetrical warfare. The Fort Polk NCOA continuously updates training with tactics, techniques and procedures used by both coalition and anti-coalition forces in Iraq and Afghanistan.

In January 2007, the Fort Polk NCOA absorbed the majority of the post Individual Replacement Training Program after 4th Brigade, 10th Mountain Division deployed to Iraq. As of 17 October 2007, the academy has trained and certified over 600 soldiers to deploy Iraq and Afghanistan and join 4th Brigade, 10th Mountain Division, the 1st Maneuver Enhancement Brigade, and the 115th Combat Support Hospital.

In order to support the IRT mission WLC went from a 30 day to a 15 day Program of Instruction and continues to conduct monthly six day IRT densities between WLC Classes as well as BNCOC Phase 1, the Instructor Training Course and the Small Group Leader instructor Course.

1-6. Mission. The mission is to prepare selected specialists, promotable specialists/corporals, and sergeants to perform the duties and execute the responsibilities of junior Noncommissioned Officers.

1-7. The Soldier's Creed and the Creed of the Noncommissioned Officer. All students are expected to memorize the Soldier's Creed and the Creed of the Noncommissioned Officer before their arrival.

The Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my Warrior Tasks and Drills. I will always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

Creed of the Noncommissioned Officer.

No one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind -- accomplishment of my mission and the welfare of my Soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

1-9. The Honor System. Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity (absolute honesty) is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that *"Your work must be your own."* Examinations are given throughout the course. Each individual student will prepare presentations. This work is evaluated based on individual effort. Each student's work must be entirely original in every manner. The copying of another student's work violates the intent of the honor system. Students are encouraged to work together, utilizing the team system and the final results must be original. The honor system for this Academy does not cease with academic honor and integrity. It also applies to observance and adherence to the rules and regulations set forth by this Academy. To knowingly violate a rule or regulation, whether or not this violation is discovered, is a discredit to your own word of honor. It is the Soldier's responsibility, as a student, to immediately report any violation of the honor system directly through the chain of command (student and cadre).

Chapter 2

Administrative Information

2-1. Purpose. This chapter outlines the administrative information necessary to prepare for, attend, and successfully graduate from the Fort Polk Noncommissioned Officers Academy Warrior Leader Course.

2-2. General. Soldiers must qualify for attendance by meeting the prerequisites outlined in United States Army Training and Doctrine Command (TRADOC) Regulation (Reg) 351-17, TRADOC Reg 351-1, this Student Guide (Chapter 4), and be placed on the unit's Order of Merit List.

2-3. Student Notification. While your unit makes every effort to notify you of your class date as soon as possible (six weeks before attendance is the standard), the reality of the current world both on and off Fort Polk may impact your unit's ability to inform you in a timely manner. As a Sergeant, you should be prepared to attend with little notice. If you are a Specialist or Corporal who is promotable, you indicated you were ready for the both the rank of Sergeant and attendance to the Warrior Leader Course by successfully appearing before the promotion board. Completing the pre-requisite Commander's Checklist for Attendance (TASS Form) (Appendix C), and having your clothing and equipment inventoried using the Clothing and Equipment Checklist, Warrior Leader Course (Appendix B) can, and should be accomplished before official notification, and is required before attendance.

2-4. Inprocessing. (Day 1)

- a. Soldiers and their sponsors will report to Bldg 2392 at 0500 on Day 1 for in processing.
- b. When reporting, students must have the following:
 - (1) Individual weapon and Night Vision Goggles (TDY students exempt).
 - (2) All clothing and equipment, a copy of the Clothing and Equipment Checklist for the Warrior Leader Course (Appendix B), signed by their immediate supervisor.
 - (3) All students will have a TASS Form completely filled out and signed by their commander. Ensure the information on this form is correct, or the Soldier will not be allowed to enter the course.

2-5. Releases Prior to Completion of the Course.

- a. There are four areas in which a student may be released prior to graduation. They are as follows:
 - (1) Administrative/Medical: Will result from emergency, compassionate, or medical reasons that arise during the course. These are causes beyond the student's control, which prohibit the Soldier from completing the course.
 - (2) Motivational: May result after counseling, concerning attitude and/or motivation, which proves to be unsuccessful.
 - (3) Disciplinary: Will be released for violations of the Uniform Code of Military Justice (UCMJ), conduct that is prejudicial to good order and discipline, and/or infractions of the Academy's policies.
 - (4) Academic Release: Students failing an initial test and re-test will be released from the course.
- b. Students released for disciplinary or motivational reasons will not be allowed to re-enter the course at the discretion of the unit commander.
- c. Students released for administrative or medical reasons may re-enter the very next course following their release after coordination between the Soldier's chain of command and the Academy Commandant.

2-6. Service School Academic Evaluation Report (DA Form 1059), AR 623-1.

- a. The Academic Evaluation Report is designed to portray the accomplishments and potential that an individual demonstrates while attending an NCOES.
- b. The Academy prepares the DA Form 1059 before graduation. Distribution of the Academic Report is as follows:
 - (1) Original: Forwarded to the United States Army Enlisted Records and Evaluation Center, Indianapolis, Indiana.
 - (2) Copy Two: Forwarded to the Soldier's Military Personnel Records Jacket (MPRJ).
 - (3) Copy Three: Filed at the Academy.
 - (4) Copy Four: Given to the graduate upon completion of the Graduation Ceremony.

2-7. Graduation. A graduation ceremony honoring students who successfully complete the course of instruction will be conducted on Day 30 of the course. Qualifying students will receive individual awards at the completion of WLC. Prior attendees who have

been released for either academic failure or disciplinary reasons do not qualify to receive awards. Students receiving honors are designated as:

- a. Distinguished Honor Graduate
- b. Leadership Award
- c. The Physical Fitness Award

2-8. Financial Considerations of WLC Course Attendance. Some Soldiers find it necessary to purchase all brand new uniforms at considerable expense. The standards of uniform appearance and wear are the same at the Noncommissioned Officer Academy as anywhere else in the Army. Army Regulation 670-1 outlines the standards. If a Soldier must buy new uniforms to meet the standards, do so.

Chapter 3

General Policies

3-1 Purpose. This chapter outlines the general policies of the academy, and explains the standards of behavior, conduct, and performance that are expected of all students. Violation of these policies may result in the student being released from the Academy.

3-2. General. In order to develop a sense of responsibility, each student will be managed as a Noncommissioned Officer. The program is designed to test each student everyday in all aspects of performance. Students must organize their teams, squads, and themselves to carry out assigned tasks with the highest standards of performance. The goal of this Academy is professional performance, and all students are expected to strive to meet that goal.

3-3. Off-Limits Areas.

- a. Female rooms are off limits to male personnel except during formal inspections.
- b. Male rooms are off limits to female personnel except during formal inspections.
- c. All privately owned-vehicles (POVs) are off limits to all student personnel.
- d. Students will not depart the Academy area without permission from the Commandant or Deputy Commandant.

3-4. POV. Parking of POVs is unauthorized in the Academy area unless approved by the Commandant or Deputy Commandant.

3-5. Items Not Authorized or Allowed.

- a. Any item not listed on the Clothing and Equipment Checklist, Warrior Leader Course, and/or issued by the Academy.
- b. Exceptions: additional personal hygiene items, laundry soap, prescription medications, and bibles or similar religious texts for other faiths. Other exceptions must be requested in writing.

3-6. Alcohol Consumption. Students are prohibited from alcohol use during the duration of the course.

3-7. Commandant's Open Door Policy. All students will seek resolutions to their problems through the chain of command. If a problem cannot be solved in this manner, or if it is of a personal nature, students may see the Commandant at any time by notifying their SGL and cadre chain of command. No one may or will keep a student from seeing the Commandant.

3-8. Visitors/Meals.

a. Members of the student's unit chain of command are encouraged to visit with their student during lunch in the Warrior Brigade Dining Facility (DFAC). Arrangements must be made a minimum of 24 hours in advance by calling the Noncommissioned Officer Academy, Operations Section, 531-6336/4998 or COT 531-4221

(1) Due to limited space in the DFAC, the Academy can only allow a maximum of 10 visitors per day. A unit may only have 2 visitors per day.

(2) Members of the unit are restricted to the student's sponsor, platoon sergeant, squad/section leader, first sergeant, CSM, and commanders.

b. Unofficial visitors are restricted due to a very intense training schedule. While official visits are possible, they will be limited to 60 minutes or less depending on the training schedule. Coordination must be made prior to observing training. The Chief of Training will determine the need. No unit members will be allowed to visit actual testing sites, i.e., Land Navigation Course, Written Examinations, APFT.

3-9. Pay and Mail Call. Students must make arrangements with their unit for pay and mail.

NCOA Mailing Address:

Fort Polk Noncommissioned Officers Academy

Student #, Rank and Name, Platoon

22nd St., Fort Polk, LA 71459

3-10. Leaves and Passes.

- a. Students may be granted emergency leave by their unit only after verification with the Red Cross. The student's commander must request release through the Commandant.
- b. Ordinary leaves will not be granted.
- c. The Commandant is the approving authority for any student being released from the course.

3-11. Student Chain of Command.

- a. Student Squad Leader
- b. Small Group Leader
- c. Senior Small Group Leader
- d. Chief of Training
- e. Deputy Commandant
- f. Commandant

3-12. Telephone Calls.

- a. Military telephones are for official business.
- b. Students may bring personal cellular telephones. These phones are authorized for use during evening hours once training is complete.
- c. Defense Switching Network (DSN) lines are available throughout the Academy for official calls only.

3-13. Uniform and Appearance.

- a. The standard duty uniform at the Academy is the Army Combat Uniform.
- b. Civilian clothes are not authorized for wear throughout the duration of the course.
- c. The Improved Physical Fitness Uniform (IPFU) is the only authorized PT uniform.
- d. Foot gear must be in accordance with AR 670-1.
- e. Appearance and uniform wear standards of AR 670-1 are enforced. Students will be permitted to wear their organizational headgear while at the Warrior Leader Course.

3-14. Designated Smoking Areas. Use of tobacco products is allowed only in designated smoking areas. The designated smoking areas are as follows:

- a. Outside the classroom in an area designated by the instructor.
- b. Outside the barracks in an area designated by the instructor.
- c. *STUDENTS WILL NOT USE ANY TOBACCO PRODUCTS INSIDE ANY BUILDINGS AT ANY TIME.*

3-15. Customs and Courtesies.

- a. Upon entering a building, headgear will be placed in the left hand.
- b. Students will stand at "*Parade Rest*" when addressing Noncommissioned Officers.
- c. The student in charge or the senior student in charge will call "*At Ease*" when approached by a Noncommissioned Officer, senior to them, who desires to address the group or an individual student.
- d. Students will not call "*At Ease*" in the classroom, barracks or anywhere a class/training is being conducted.
- e. Students will call "*At Ease*" in the classroom, barracks, or anywhere when activities other than a class/training are being performed.
- f. Students will stand at "*Parade Rest*," in the dining facility line, supply room line, and arms room line.

3-16. Conduct in Dining Facility. Students fill the dining facility from front to rear, starting on the right side. Headgear will not be placed on tables nor the serving line.

3-17. Conduct in Barracks.

- a. While the barracks is an area for students to relax, study, and sleep, conduct in the barracks will continue to remain professional.
- b. Students will maintain a state of dress in the barracks until they retire for the evening. The minimum dress outside the shower, to include sleeping, is the IPFU.
- c. No one is allowed out of the barracks after 2300.
- d. The SDNCO will conduct indiscriminate bed checks and is authorized to conduct an accountability formation.
- e. Students will turn off room lights will be in the barracks NLT 2300. Hallway lights remain on during periods of darkness.

3-18 Physical Security.

- a. Students will keep their personal drawers and wallocker locked at all times when not in their rooms and before they retire each evening.
- b. When not secured in the Academy's Arms Room, students will maintain physical control (hands on) of their weapon at all times, unless directed otherwise by the academy's cadre or a student leader in the performance of their duties. Weapon security is an individual and leader's responsibility.

3-19. Equal Opportunity Policy. The Noncommissioned Officer Academy is committed to provide a training environment of equal opportunity and treatment for students without regard to race, color, religion, gender, or national origin, and to provide an environment free of sexual harassment. Students with complaints or concerns will be referred to the NCO Academy Equal Opportunity Representative (EOR).

Chapter 4

Program of Instruction (POI)

4-1. Mission: The Warrior Leader Course is a single entry level Noncommissioned Officer Leadership Course. The major thrust of WLC is to prepare selected SPCs, SPCs (P), CPLs (P) and SGTs to perform the duties and execute the responsibilities of junior Noncommissioned Officers, and teach them "*How To*" train and lead the Soldiers who will work and fight under their supervision.

4-2. General.

- a. The Warrior Leader Course is the first step in the Noncommissioned Officer Education System. It represents the Soldier's first return to formal schooling after Advanced Individual Training (AIT) and is aimed at Soldiers having the potential to pin on, or have, sergeant's stripes. The Army expects sergeants to be technically and tactically proficient, to enforce standards, and to train and take care of Soldiers. The Warrior Leader Course provides the basic tools to do what is expected and the background to create winning units.
- b. WLC is a prerequisite for attending the Basic Noncommissioned Officer Course (BNCOC). It is a non-military occupational specialty (MOS) specific leadership course conducted at regional Noncommissioned Officer Academies in the Continental United States (CONUS) and overseas. Students will live-in at the Noncommissioned Officer Academy, which will operate on a 24-hour basis.
- c. The course is designed to provide the foundation of leadership training by training Noncommissioned Officers to teach and lead the Soldiers that work and fight under their leadership. Emphasis is on *training the trainer to train*. The course provides students with opportunities to demonstrate and practice what they learn in a fast-paced and challenging atmosphere. They are placed in leadership positions under various conditions and evaluated on their leadership abilities. Only those students, who prove they have the capability and desire to lead and demonstrate potential and motivation to succeed as Noncommissioned Officers, will graduate from WLC.

4-3. Prerequisites. Prerequisites for attendance are Soldiers who are active duty or reserve component members; meet the physical fitness and weight standards outlined in AR 351-1, AR 350-15, and AR 600-9; are eligible for reenlistment; have 6 months time in service remaining upon completion of the course; are recommended by the immediate commander and placed on the unit order of merit list.

Soldiers attending WLC must fall into the following priorities—

First Priority: Sergeants that are non-WLC graduates. The SGTs may or may not have a WLC waiver.

Second Priority: SPC/CPL promotable. Use the following priority list:

- (1) SPC/CPL (P) who meets the cut off score.
SPC/CPL (P) in MOSs which would have had additional promotions if more promotable SPC/CPLs had been available and identified as “star MOS:” by monthly HRC Promotion Cut-Off Memorandums.
- (2) SPC/CPL (P) in other MOSs serving in an authorized NCO position based on the highest number of promotion points.
- (3) All other SPC/CPL (P) on a recommended list based on the highest number of promotion points.

Third Priority: SPC/CPL in leadership positions. In order to fill all WLC training seats, non-promotable SPCs with demonstrated leadership potential may attend WLC only after exhausting all other higher order of merit list (OML) categories.

Four Priority: PFC is authorized to fill units OML and attend WLC.

Temporary/Permanent Profiles: Soldiers who have a permanent profile designator of “3” or “4” must include a copy of their DA Form 3349 and the results of the their military medical review board (MMRB) as part of the course application. Soldiers who have appeared before an MMRB, or similar board, awarded medical limitations, and allowed to retain their occupational classification, may attend WLC and train within the limitations of their profile, provided they could otherwise meet course prerequisites and graduation requirements.

The Academy will deny enrollment to Soldiers who hold a temporary profile except for shaving or nonperformance deterring profiles. Soldiers diagnosed as pregnant after enrollment may continue training, pending the attending physician approves. Pregnant Soldiers must provide a copy of the attending physician’s recommendation. A Soldier medically dismissed for pregnancy after enrollment may return to the course once the profile is lifted.

Temporary Profile Exceptions: Commanders may send Soldiers with temporary profiles, due to participation in OIF/OEF, to WLC. Soldiers must arrive with a copy of their current temporary profile and a memorandum bearing the commanders signature stating the profile results from injuries during participation in OIF or OEF. The Soldiers will train within the limits of their profile.

For students with P3/P4 profiles; the profiling doctor and the approving authority doctor must sign the profile. The commander does not need to sign the profile unless there is a disagreement with the profile. P2 profiles only need the signature of the profiling doctor. Soldiers possessing P2 profiles must meet course graduation requirements.

The Academy will deny enrollment to Soldiers failing to meet any one of the above prerequisite requirements.

Physical Requirements: Students must be able to meet the following physical requirements during the course:

- a. Negotiate rough terrain under varying climatic conditions.
- b. Conduct, demonstrate, and lead physical fitness training.
- c. Walk a minimum of 3200 meters with Load Carrying Equipment (LCE) in a minimum of three hours.
- d. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
- e. Carry 50-pound combat load containing mission essential equipment.
- f. Occasionally lift and carry fuel, water, ammo, MREs, or sandbags.
- g. Low crawl, high crawl, and rush for three to five seconds.
- h. Move over, through, and around obstacles.
- i. Carry and fire individual assigned weapon IAW applicable regulatory guidance.

4-4. Course Length. Warrior Leader Course is normally a 4-week course conducted 7 days per week on a 24-hour per day basis. Currently the Fort Polk NCOA conducts a 15-day course and will continue to do so until further notice.

4-5. Objectives. The objectives of the Warrior Leader Course are as follows:

- a. To make junior leaders aware of their responsibilities as Noncommissioned Officers.
- b. To train junior leaders in the fundamentals and techniques of leadership.
- c. To prepare junior leaders for leadership duty in any environment.
- d. To provide junior leaders knowledge of Noncommissioned Officer roles in training and leading subordinates.
- e. To prepare junior leaders to train their subordinates.

- f. To provide junior leaders with a thorough understanding of the high personal and professional standards maintained as Noncommissioned Officers.
- g. To instill increased self-confidence and a sense of responsibility in junior leaders.
- h. To provide junior leaders with tools to develop and sustain an atmosphere of discipline within their teams, squads, or sections.
- i. To provide junior leaders with the ability to sustain the physical fitness of their subordinates.
- j. To provide junior leaders with the knowledge to care for their Soldiers and families.

4-6. Curriculum Plan. The curriculum plan is divided into five blocks of instruction: leadership, communication skills, professional skills, training, and military studies. The course will culminate with a situational training exercise where students demonstrate what they have learned.

4-7. WLC Blocks of Instruction.

L221 Army Leadership (8 Hrs)

During this lesson students will learn the Army leadership framework, the human dimension role in leadership, communication skills, problem-solving, leadership styles, and maintaining discipline.

L228 Conduct Developmental Counseling (5 Hrs)

Students will learn the fundamentals and techniques of developmental counseling. They will prepare for and conduct a subordinate-centered counseling session producing a plan of action that focuses the subordinate on individual and unit goal accomplishment. This will take place during the PE centered in a role-play counseling session.

L230 The Army Writing Style (2 Hrs)

This lesson introduces the student to the Army writing style. The student will learn how effective Army writing transmits a clear message in a single rapid reading and is generally free of errors in grammar, mechanics, and usage.

L231 Commandant's Orientation (1 Hr)

The commandant welcomes the new students and provides them an orientation and briefing on the local SOP. His welcome includes a safety briefing and a standard of conduct expected while attending the course and introduces the staff and faculty. He also explains WLC graduation requirements, unscheduled training, NCOA standards, and local command policies. (Developed by local academy commandant).

L232 Introduction to WLC (2 Hrs)

SGLs will provide the students an overview of WLC and explain the objectives and course standards. They also discuss the course's content, explain the small group process, and cover study requirements and techniques.

L233IS History of the NCO (0 Hrs)

This lesson teaches the student the historical progression and significant contributions that the NCO has made as he existed during the pre-Revolutionary War period, Revolutionary War, War of 1812, Civil War, World War I, World War II, Korean War, and Vietnam. This is an independent study (IS) lesson.

L234 NCO Evaluation Report(4 Hrs)

Students will learn how to perform the duties as a rater of a subordinate Soldier using the NCO Counseling and Support Form (DA Form 2166-8-1) and the Noncommissioned Officer Evaluation Report (NCOER) DA Form 2166-8. Student will participate in a graded PE, standards are GO / NO GO.

L235 Army's Sexual Assault Prevention and Response Training (New Leader) (2 Hrs)

This lesson teaches the students the Army's sexual assault prevention and response program. They will learn about sexual assault trends in the Army, chain of command responsibilities, types of sexual assault and influencing factors, rights of victims and alleged perpetrators, individual responsibilities, procedures for timely reporting, and resources available for victims.

L236 Personnel Recovery (1 Hr)

This lesson teaches students the Army's Personnel Recovery (PR) concepts and execution. They will learn PR terms and execution concepts, as a Warrior Leader, which upholds the Warrior Ethos by never leaving a fallen comrade.

L237 IS Cultural Awareness (0 Hrs)

The goals of this lesson teach the student a concept of culture and show how culture affects the contemporary operational environment (COE). Students will study what culture is in general terms, the major and minor components comprising a culture, culture shock, and how cultural factors affect military operations. This is an independent study (IS) lesson.

L238 Junior Leader Battlemind Principles (1 Hr)

The goal of this lesson is to teach the students about Battlemind leadership principles. Students will learn about Battlemind components, leadership approaches and their impact on Soldiers during combat. They will learn effective and non-effective leader actions and the reasons why Soldiers fail to seek mental health care.

T221 Composite Risk Management (3 Hrs)

This lesson teaches the students how to implement the composite risk management process to minimize the frequency and severity of accidents in the activities they will lead. They will learn the basic principles required for implementing composite risk management; the five steps of composite risk management, the human behaviors that affect mission readiness, and the hazards associated with fratricide.

T222 After Action Review (AAR) (2 Hrs)

Students will learn how to conduct an AAR and the importance of the AAR process, by allowing all participants in an exercise to provide input into how well an exercise went, what the purpose of the training was, what went right, what went wrong, and how to improve.

T223 Training Management (10 Hrs)

This lesson will provide a basic introduction to battle focused training. Students will learn the Army's ten principles of training, training doctrine, Mission Essential Task List (METL) development process, the training planning process, and requirements for training execution. Also, the students will learn the NCO's training responsibilities, preparation necessary to conduct individual training, and training execution considerations. Students will prepare and conduct individual training.

T224 Physical Fitness (6 Hrs)

Students will learn the techniques and procedures needed to conduct the Army's physical fitness program. This lesson's primary focus is to enhance the students' knowledge of physical fitness and how to conduct a variety of fitness training exercises. This lesson offers the students the opportunity to actually perform the different exercises.

T226 Supervise the Implementation of Preventive Medicine Policies (2 Hrs)

This lesson provides the students some of the most important aspects of training their subordinates in the medical threat and principles of preventive medicine measures. It teaches them that as an NCO it is their responsibility to ensure their Soldiers remain healthy during field operations. Students will learn preventive medicine measures for heat injuries, cold injuries, insects, poisonous plants and fruits, food and waterborne diseases and illnesses, noise hazards, and toxic chemicals (non-NBC). Students will also learn to monitor their subordinates' personal hygiene and physical and mental fitness.

T240 Suicide Prevention for Junior Leaders (2 Hrs)

This lesson focuses on the Army Suicide Prevention Program. It teaches how to recognize a fellow Soldier in distress and what you can do to provide buddy aid and leadership in preventing the disastrous effects of an impulsive decision. Suicide is a serious subject. This training will show students how to recognize the warning signs and know how to react when faced with a potentially suicidal Soldier which can make suicide preventable. The instruction will also focus on the ability of the leader and battle buddy to save a Soldier in distress.

W221 Map Reading (8 Hrs)

This lesson provides the student with reinforcement training of some of the skill level one map reading and land navigation skills, in a self-study format. The lesson will also teach the more complex skill level one tasks. This lesson is a foundation for the land navigation lesson later in the course. Students will learn how to determine elevation, orient a map using a lensatic compass, determine direction, covert azimuths, determine polar coordinates, and intersection and resection techniques.

W222 Combat Orders (4 Hrs)

This lesson will teach students troop-leading procedures and three types of combat orders--warning order, operation order, and fragmentary order. They will also learn the importance of conducting pre-combat checks. Students will learn to implement a squad level combat order by conducting troop leading procedures, and interpreting the commander's intent of a combat order.

W223 Conduct Individual, Team, and Squad Movement Techniques (6 Hrs)

Students will learn some basic techniques and procedures used to employ a squad-sized element in combat. They will learn the basics of moving a squad/team--using hand and arm signals--using the appropriate movement techniques in the proper movement formation based on the tactical situation. Students will also learn how to select a movement route using a map, conduct actions at danger areas, conduct security during movement and at halts, and enforce detection prevention measures.

W224 Occupy an Assembly Area (4 Hrs)

Students will learn the procedures required to occupy an assembly area. They will learn how to prepare to occupy the area, move to the area, establish security, and defend an assigned sector.

W225 Combat Operations (5 Hrs)

Students will learn the basics of leading a team/squad in basic combat operations by reacting to contact, breaking contact, and reacting to an ambush (far and near).

W226 Land Navigation (14.5 Hrs)

Students will utilize the skills they learn from this lesson, coupled with the skills they learned in the map reading and conduct movement lessons. Introduces basic DAGR/PLGR operations and navigation from one point on the ground to another point while dismounted using a lensatic compass during day and night. Students will take a performance examination where they must find a minimum of three of four points to graduate from WLC.

W227 Situational Training Exercise (STX) (96 Hrs)

Soldiers will participate in an end-of-course situational training exercise. SGLs will assign students to leadership positions where they will lead a section/squad. SGLs will evaluate the students in their leadership abilities and on how they use their troop-leading procedures and other leader skills they learned in the course. Also cultural awareness, personnel recovery and counterinsurgency scenarios are presented during the 96 hours STX.

W228 Tactical Operation Reports (2 Hrs)

This lesson teaches the student the format and use of the SPOTREP, Situation Report (SITREP), Explosives Hazard Spot Report (EH SPOTREP) and the Call for Fire/Adjust Indirect Fire Reports. The student will utilize the reports during the situational training exercise at the end of the course.

W229 React to Possible Improvised Explosive Device (2 Hr)

This lesson provides the students with a base of knowledge of improvised explosive devices (IED); how they are made, employed, and the action to take when a Soldier finds a possible IED, to include reporting the find using the Explosives Hazard Spot Report (EH SPOTREP)..

W230 Casualty Evacuation (3 Hrs)

This lesson covers the basic fundamental procedures Soldiers must follow to plan, rescue, and assist with the safe, effective evacuation of injured and wounded Soldiers on the battlefield. Students will learn that the basic principle of first aid is to evaluate the casualty's injuries and administer first aid before moving them.

W231 Detainees Operations (2 Hrs)

This lesson provides the student with the understanding of how to handle and process detainees. Soldiers will learn how to search and restrain detainees guided by the warrior ethos, Army values, and U.S. military policy, to provide humane treatment and care to detainees from the moment of their capture until their eventual release.

W232 Counterinsurgency (1 Hr)

This lesson provides the student with the principles and guidelines for counterinsurgency operations (COIN). Students will learn how to handle, the training of indigenous security forces during counterinsurgency operations. Students will also learn how to apply the appropriate leader and ethical responses to a given situation during counterinsurgency operations.

4-8. Evaluation Standards.

- a. The evaluation process is designed to look at the "whole Soldier"-- attitude, physical conditioning, leadership ability, and ability to work with others. This evaluation is primarily a subjective process arrived by observation and analysis. The emphasis will always be on identifying and developing potential leaders.
- b. The evaluation and AAR are a continuous process in the WLC. The cadre evaluates the student in each leadership position the student occupies. The cadre conduct AARs with the students and review their ability to perform assigned tasks as measured against training standards.
- c. The cadre conduct AARs and evaluate students when they are not in a leadership position. Any demonstration of a leadership characteristic, by a student, will result in positive feedback from the cadre.
- d. There are no written examinations at WLC. Evaluations are performance oriented. Students are scored a "Go" or "No-Go", based upon performance. A Student Record of Training lists each subject area and is maintained and posted to their individual course attendance records.

4-9. Academic Course Requirements. The academic course requirements are as follows:

Course Graduation Requirements: To achieve course graduation requirements, students must score 70 percent or higher on the following examinations/evaluations, except for W226, Land Navigation and APFT:

- a. Army Physical Fitness Test (APFT). (IAW FM 21-20 w/ C1)(60 points minimum in each event).
- b. Physical Fitness Training (Train the Trainer Evaluation)
- c. Individual Training Evaluation
- d. Land Navigation Evaluation (75 percent)
- e. Two demonstrated leadership evaluations (garrison and tactical environment).

4-10. Graduation Standards. The determination of satisfactory completion of the course rests with the instructors and the Commandant, based on satisfactory completion of each subject area. A Soldier who receives a "No-Go" on a performance evaluation is retrained and will receive a retest. Students must receive a "Go" to successfully complete Performance Evaluations. One retest may be administered for any examination or evaluation. If the student does not receive a "Go" on the retest, the student's record is appropriately annotated, and the student will be eliminated from the course in accordance with AR 351-1.

Appendix A

Reference Materials

LISTED BELOW ARE THE PRIMARY REFERENCE MATERIAS UTILIZED DURING THE WARRIOR LEADER COURSE. THESE MATERIALS WILL BE USEFUL IN PREPARING FOR THE COURSE.

1. AR 600-20, Army Command Policy.
2. AR 623-3, Evaluation Reporting System.
3. AR 670-1, Wear and Appearance of Army Uniform and Insignia.
4. AR 735-5, Policies and Procedures for Property Accountability.
5. DA Pam 350-21, Family Fitness Handbook.
6. DA Pam 600-25, U.S. Army NCO Professional Development Guide.
7. DA Pam 710-2-1, Using Unit Supply System (Manual Procedure).
8. FM 7-22.7, The Army Noncommissioned Officer Guide.
9. Army Training and Evaluation Program (ARTEP) 7-8 DRILL, Battle Drills for the Infantry Rifle Platoon and Squad.
10. Soldier Training Program STP 21-1-SMCT, Skill Level I.
11. Soldier Training Program STP 21-24-SMCT, Skill Level 2 through 4.
12. Current Unit Supply Update.
13. Current Maintenance Management Update.
14. GTA 05-02-012, Coordinate Scale and Protractor.
15. FM 3-21.71, The Mechanized Infantry Platoon and Squad (Bradley).
16. FM 3-21.8, Infantry Rifle Platoon and Squad.
17. FM 21-10, Field Hygiene and Sanitation.
18. FM 21-20, Physical Fitness Training, Chapters 1 through 4.
19. FM 3-25.26, Map Reading and Land Navigation.(include Change 1)
20. FM 3-21.5, Drills and Ceremonies.
21. FM 6-22, Army Leadership.
22. FM 21-75, Combat Skills of the Soldier.
23. FM 3-22.9, Rifle Marksmanship M16A1, M16A2/A3, M16A4, and M4 Carbine.(Include C-1 thru C-4)
24. FM 7-0, Training the Force.
25. FM 7-1, Battle Focused Training.
26. FM 3-0, Operations.
27. Technical Manual 10-227, Fitting of Army Uniforms and Footwear.
28. FM 3-21.9, The SBCT Infantry Rifle Platoon and Squad
29. FM 1, The Army

Appendix B

WLC CLOTHING AND EQUIPMENT CHECKLIST

AS OF: 23 October 08

Part I of the Pre-Execution Checklist ([dated APR 07](#)) must reflect that the Soldier has all appropriate clothing and equipment. All students must bring all seasonal clothing and equipment that is on the attached checklist.

The Ft. Polk NCO Academy will not issue missing TA-50 items except for the following circumstances:

- Coordination is made with the Commandant **BEFORE** the student arrives at WLC.
- The Soldier presents a memorandum listing the missing items and the reason why the unit could not obtain the items.
- The above memorandum is signed by the first LTC in the Soldier's Chain of Command.

It is the responsibility of the unit to correct all shortages prior to the student arriving for in processing.

If age 30 or over, Soldiers must have completed a periodic physical exam within the last five years. Physicals **will be verified through AKO**. Students will be denied enrollment if over the age of 30 without proper verification of the physical. Soldiers will not hand carry a copy of the physical.

As of: 23 October 2008

Appendix B (cont.) Clothing and Equipment Checklist

STUDENT PACKING LIST

STUDENT ROSTER NUMBER: _____

STUDENT NAME: _____

CURRENT AS OF **23 October 2008**

M - MISSING / UN - UNSERVICEABLE / F - FADED

#	Requirements for All WLC Students	REQ	M	UN	F
1.	Adapter, Blank Firing (M16/M4)	1 ea			
2.	Bag, Barracks	1 ea			
3.	Bag, Duffel	1 ea			
4.	Bag, Waterproof	2 ea			
5.	Belt, Individual Equipment (Pistol Belt)	1 ea			
6.	Belt, Riggers, Black (BDU's) or Tan (ACU's)	1 ea			
7.	Beret, Organizational w/Flash	2 ea			
8.	Boots, Combat	2 ea			
9.	Canteen, Water, 1 qt.	2 ea			
10.	Canteen, Water 2 qt. w/cover and strap	1 ea			
11.	Cap, Camouflage, ACU	2 ea			
12.	Case, Field First Aid w/ 2 dressings	1 ea			
13.	Case, Small Arms Ammunition	2 ea			
14.	Coat, Camouflage, ACU	4 ea			
15.	Cover, Canteen, Water, 1 qt	2 ea			
16.	Cup, Canteen	1 ea			
17.	Distinctive Unit Insignia	2 ea			
18.	Ear Plugs, w/case	1 ea			
19.	Entrenching Tool w / Case	1 ea			
20.	Flashlight, w/batteries	1 ea			
21.	Glove, Flexor, Light Duty (black leather)	1 pr			
22.	Helmet, Kevlar, Ballistic or ACH (complete with cover)	1 ea			
23.	ID Card, Current	1 ea			
24.	Insect Repellent	2 ea			
25.	Kit, Weapon Cleaning, with CLP	1 set			
26.	Kit, Personal Hygiene	1 set			
27.	Lensatic compass w/ case	2 ea			
28.	Combination Lock	2 ea			
29.	Magazines, 30 round	7 ea			
30.	Mattress, Pneumatic or Poly	1 ea			
31.	Necklace, w/ Tags, ID w/ long and short chain	1 ea			
32.	Night Vision Goggles w / all accessories including serviceable helmet mount and accessories	1 set			
33.	Wet Weather Parka and Trousers	1 ea			
34.	Poncho, Camo, Wet Weather	1 ea			
35.	Protractor, GTA 5-2-12, Coord. Scale	2 ea			
36.	Coat hangers	10 ea			
37.	Shoes, Shower	1 pr			
38.	Socks, Black, Green, Tan Poly, Nylon	7 pr			
39.	Suspenders, Individual Equipment Belt or LBV	1 ea			
40.	Towel, Bath , Brown	4 ea			
41.	Trousers, Camouflage, ACU	4 ea			
42.	Undershirt, Tan, ACU	7 ea			
43.	Liner, Poncho	1 ea			
44.	Wrist Watch	1 ea			
45.	Camel Back	1 ea			
46.	ALICE Pack w/ Frame or MOLLE / FLC / LCE	1 ea			
47.	Knee Pads / Elbow Pads	1 pr			
48.	NBC Pro - Mask	1			
49.	Eye Protection W/Clear Lens	1			

50.	Zip lock Bags	5 ea			
51.	Q Tips	1 box			
52.	Batteries for sights and lasers	2 ea			
Required Improved Physical Fitness Uniform Items:					
59.	Shorts, PT (IPFU)	2 ea			
60.	T-shirt, PT, Short Sleeve (IPFU)	2 ea			
61.	Belt, Reflective (Yellow)	1 ea			
62.	Socks, Athletic (White)	5 pr			
63.	Shoes, Athletic Running (IAW FM 21-20, pg E-2)	1 pr			
64.	Modular (ECWS) Sleeping Bag System -Complete	1 ea			
Additional Mandatory Equipment for Male Personnel:					
65.	Drawers, Cotton (Brown or White)	7 ea			
Additional Mandatory Equipment for Female Personnel:					
66.	Brassieres, (White or Neutral)	7 ea			
67.	Panties, cotton (White or Neutral)	7 ea			
Additional Equipment Required for "Winter Months" (Classes in session between 15 OCT and ending before 15 MAR)					
68.	Cap, Knit, Black (not Fleece)	1 ea			
69.	Pants, PT (IPFU)	1 ea			
70.	Jacket, PT (IPFU)	1 ea			
71.	T-Shirt, PT, Long Sleeve (IPFU)	1 ea			
72.	Gortex, Jacket and Pants	1 pr			
73.	Polypropylene (Top - Bottom) (Military Issue Only)	2 sets			
74.	Glove Inserts, cold, black or green	2 pr			
Optional Items					
	Spandex Grey or Black				
	Assault Pack				
	Whistle				
	Gloves, Flyers, Summer				
	Extra Batteries				
	550 Cord / 100 mph tape				
	Chemlights, Yellow, 12 Hour				
	Alarm Clock (without RADIO)				

First line Supervisors will print and sign below to provide they have inspected their Soldiers equipment prior to in processing into the course.

Print _____

Sign _____

THE CLASS A UNIFORM IS NO LONGER REQUIRED FOR THE COURSE.

KEVLAR HELMET MUST HAVE SEWN ON RANK AND CAMOUFLAGE BAND WILL HAVE SOLDIERS LAST NAME SEWN CENTERED ON THE FRONT OF THE HELMET.

1. The listed items of clothing/equipment are the MINIMUM required while attending the NCO Academy. Uniforms must have all authorized insignia.
2. Students who wear prescription eyeglasses must have two (2) pair. Military Issue Only.
3. Students are required to have Identification Card (DD Form 2A) with current ETS date in possession at in-processing.
4. Bring frame, all straps and belts required for use with the rucksack (ALICE pack).
5. All students will arrive with serviceable NVGs with helmet mount and their assigned weapon with assigned sights and /or optics.
6. Soldiers are required to be appropriately attired when walking outside of barracks rooms. At a minimum the summer IPFU will be worn.
7. Students with allergic reactions to insect bites or bee stings are required to bring their own personal bee sting kit.
8. Weapon cleaning kit will have enough CLP and expendables to last 30 days.

Notes:

- Gray or Black spandex biker shorts are authorized with the IPFU.
- Gortex Sleeping Bag System ECWS is a 4-part system. The complete system must be present.
- Toilet articles must be of standard size (sample sizes will not be accepted).
- All students are required to sleep in the minimum of the IPFU (summer).
- There is absolutely no requirement to buy a new issue of clothing to attend WLC. The clothing and equipment must be clean, serviceable, and properly fitted in accordance with AR 670-1, AR 700-84, and TM 10-227.
- You are encouraged to bring these items also:
 - ❖ Extra boot laces
 - ❖ Unit issue multi-tool such as Gerber/ Leatherman/SOG
 - ❖ Sewing kit
 - ❖ Extra PT uniforms
 - ❖ Bungee cords (5)
 - ❖ Extra socks and underclothes
 - ❖ Extra velcro rank and extra ID tags
 - ❖ Black pens
 - ❖ Mechanical pencil .05mm and No. 2 pencils, map markers and erasers
 - ❖ Laundry detergent (liquid)
 - ❖ Mosquito net with poles
 - ❖ Calculator / ruler / 3 x 5 and 5 x 7 index cards
 - ❖ Money for hygienic items / haircuts

REMARK: I have inventoried and inspected the Clothing and Equipment listed above and IT IS ALL PRESENT AND SERVICEABLE.

INDIVIDUAL'S SIGNATURE:

Print _____

Sign _____ DATE: _____

SUPERVISOR'S SIGNATURE:

Print _____

Sign _____ DATE: _____

**** Soldiers that do not report with all required equipment will receive a negative counseling. Negative counseling impacts eligibility for graduation with honors and/or awards.**

Appendix C

TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing Soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed copy of this pre-execution checklist in his/her possession upon arrival to scheduled class.

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST (FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, RCTID)		
Please print or type.		
1. NAME:		2. LAST FOUR:
3. UNIT:		4. DOR :
5. COURSE TITLE:		6. REPORT DATE:
1 st line leader initials	Soldier's initials	PART-I Unit Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if needed)
		All required clothing/equipment IAW school/course info packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school (as required)?
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)?
		Individual meets remaining TIS requirements?
		School Mailing address/Telephone numbers received? (for family)?
		10 copies of orders?
		Transportation verified/approved (ticket picked up)?
		Current/valid identification card?
		ID tags (1 pair)?
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
		Notify Soldier of requirements to take an APFT and weigh-in, as required?
Unit POC List: CDR _____ B: () H: () _____ 1SG: _____ B: () H: () _____ FTM: _____ B: () H: () _____ Unit POC FAX: () _____ Unit POC Email _____		

PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	G M	M M	CO	CL	FA	G M	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES)	P	U	L	H	E	S	P	U	L	H	E	S
Prerequisite phase/course attendance (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed											
Military and civilian vehicle operator license(s) (if applicable)												
PART III REQUIRED DOCUMENTS												
Security clearance (if applicable, attach as required)												
Permanent profile attendees (if applicable): AA & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsman must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT)												
All required waivers (if applicable)												
Other requirements (if applicable)												
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
I have been counseled and read all requirements applicable to the course I am attending. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.												
Student's Signature							Date					
I have reviewed the above Soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.												
Commanding Officer (typed name)							Date					
Signature												

checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the Soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training who do not have in their possession, within 3 working days from the course start date, a completed and signed pre-execution checklist will be returned to their unit, to enforce the importance of the chain-of-command preparing their Soldiers for training. Soldiers reporting for training, who do not have in their possession, within 3 working days from the course start date, the documentary evidence of non-routine prerequisites (security clearance, physical profile, MRB, etc) will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CAS3, CGSOC, and the resident SGM COURSE.

Appendix D

SPONSOR BRIEFING

1. Under no circumstances will classes be interrupted.
2. Sponsors will report to NCOA HQ Bldg 2394 if there is a need to contact a student. The COT will determine the need.
3. Members of the student's chain of command only are encouraged to visit with their student during the lunch meal at the Warrior Bde. DFAC Bldg. 2389. Arrangements are made by coming to the NCOA Operations Center, Bldg. 2394. For any questions, call 531-4998/8123.
4. Members of the unit chain of command are restricted to two visitors per day.
5. Members of the unit are restricted to the Sponsor, Squad/Section leader, Platoon Sergeant, First Sergeant, Command Sergeant Major, and Commanders.
6. Shortcomings of initial issue clothing and TA-50 missing items will be corrected NLT 24 hours after notification or the student will be considered for dismissal.
7. Items missing will be dropped off at the SSGLs offices in Bldg. 2392. **THE CLASSROOMS ARE OFF LIMITS!** Throughout the cycle, sponsors may pick up and drop off items needed by their respective students on Mondays and Fridays at the front desk in each of the modules in DUTY UNIFORM! Sign in the green ledger book located at the front desk. This helps us monitor support rendered by the units. Sponsors and others are not authorized contact with the students unless cleared by the COT.
8. Sponsors ensure students are **"Taken Care Of"** during the course. There is absolutely no excuse for non-support from the units.
9. Exam dates are (See Training Schedule for dates):
(If the student receives a second no-go, the sponsor will need to coordinate for weapon pick-up that day).
Other Important events (See Training Schedule for dates):
 - APFT
 - APFT Retest
 - Land NAV
 - Land NAV Retest
 - STX
 - Graduation
10. Contact Numbers

OPS	531-4998
COT	531-4221/397-0592
SDNCO	531-1674/208-2618
11. Student barracks are **OFF-LIMITS** to all visitors. This policy will be enforced to the extreme.
12. Students will be released on emergency leave only after Red Cross verification from the unit 1SG, CSM or Commanders contact either the Deputy Commandant or the Commandant
13. Any question address to SFC Avegalio at 531-4221 or <mailto:ncoa.cot@polk.army.mil>.

Glossary

Section I Abbreviations

AAR

After-Action Review

AAM

Army Achievement Medal

AGR

Active Guard/Reserve

AIT

Advanced Individual Training

AMA

American Medical Association

APFT

Army Physical Fitness Test

ARCOM

Army Commendation Medal

BNCOC

Basic Noncommissioned Officer Course

Bde

brigade

Cdr

commander

CONUS

Continental United States

CPL

corporal

CSM

Command Sergeant Major

DA

Department of the Army

DFAC

dining facility

DOIM

Directorate of Information Management

DSN

Defense Switched Network

(F)

female

FP

Fort Polk

JRTC

Joint Readiness Training Center

MILES

Multiple Integrated Laser Engagement Systems

(M)

male

MOS

Military Occupational Specialty

MPRJ

Military Personnel Records Jacket

NBC

nuclear, biological, chemical

NCO

noncommissioned officer

NCOA

Noncommissioned Officer Academy

NCOES

Noncommissioned Officer Education System

NG

National Guard

(P)

promotable

Pam
pamphlet

IPFU
Improved Physical Fitness Uniform

WLC
Warrior Leader Course

POI
program of instruction

POV
privately-owned vehicle

Reg
regulation

SGL
Small Group Leader

SDNCO
Staff Duty Noncommissioned Officer

SGT
sergeant

SOI
signal operation instruction

SPC
specialist

SSGL
Senior Small Group Leader

TA-50
Table of Allowances 50

TDY
temporary duty

TRADOC
United States Army Training and Doctrine Command

UCMJ
Uniformed Code of Military Justice

USBA
Uniformed Services Benefit Association

Section II **Terms**

There are no entries in this section.

Section III **Special Abbreviations and Terms**

There are no entries in this section.